

7. Children who enter the building unaccompanied as guests must report upon arrival to the Public Safety desk and identify the person they wish to visit. The identified party will be contacted to receive the guest in the lobby. If the identified party is not available to receive the guest, the child will be asked to leave.
8. Unattended children found in restricted areas will be escorted to Public Safety where an employee/parent will be notified. If there is no response from the employee/parent, the employee's supervisor will be called to intervene.

Any exceptions to this policy must be requested in writing and approved in writing by the appropriate department head. Written approval of any exceptions must be provided to Public Safety prior to occurrence.

#### **Drug Free School Policy Guidelines**

1. It is the Policy of Morehouse School of Medicine that the unlawful manufacture, distribution, dispensation, possession, sale, processing or use of any controlled substance by faculty, staff or students is prohibited while on School Property or while on School business. Consequently, anyone found to be in violation of federal, state, local and/or School policy will be subject to disciplinary action up to and including termination or expulsion. DEFINITION: A controlled substance is any chemical for which there are explicit regulations regarding its manufacturer distribution, dispensation or use. Therefore, in accordance with the federal Drug-Free Workplace Act of 1988, all School employees and students must, as a condition of employment or enrollment, (i) abide by the School policy on controlled substances, and (ii) inform the School in writing of any conviction for violation of a criminal drug statute, when violations occur in the workplace, no later than five (5) calendar days after such conviction. The School must then notify any grant or contracting agency of the conviction within ten (10) calendar days of notice from employee or

student, when employee's/ student's salary is paid from a federal grant or contract.

- a. Alcohol Policy: As adults, MSM students are expected to abide by state and federal laws and MSM policies as these pertain to alcohol consumption. All MSM sponsored and/or hosted events whether held on campus or off where students are anticipated to be in attendance must adhere to this policy.
  1. Prior approval must be obtained from the Office of Student Affairs.
  2. Alcohol can only be served by a duly licensed bartender and no one may be served more than two drinks.
  3. Alcohol must not be the central focus of the event and must not be advertised.
  4. There must be plenty of non-alcoholic beverages and good quantity of food served.
  5. Alcohol service must be discontinued no later than one hour before the scheduled end of the event.
2. The School recognizes the accepted professional definition of addiction. Addiction is a harmful complex bio-psychosocial, primary disease, characterized by the progressively debilitating, compulsive use of a mood altering substance at the expense of one's values, goals, vocation, family and social life.
3. Any employee or student convicted of a violation of a criminal drug statute or involved in illegal use or abuse of any controlled substance, may as a condition of continued employment be required to participate satisfactorily in a drug abuse assistance or student status, rehabilitation program approved for such purposes by a federal, state local health, law enforcement or other appropriate agency. The School offers counseling and referral assistance via an Employee Assistance Program (EAP) provided by an external source or an internal student counseling service. The employee's supervisor, School's EAP Liaison (Discrimination Grievance Officer), Associate Dean for

Student Affairs, and/or the Vice President for Human Resources will make the necessary referral(s) to the EAP or Student Counseling Services. Department directors, supervisors, or employees who are affected by illegal use or abuse of drugs are responsible for notifying the EAP directly, or contacting the EAP Liaison at (404) 752-1846.

4. Employees who are concerned about a substance abuse problem may contact the EAP directly, or may be referred by a supervisor concerned with the employee's substandard performance. Preliminary substance abuse counseling and referrals are available through the EAP. Employees will be seen individually for assessment, referral and treatment as required. Follow-up contacts will be available as necessary to meet the employee's needs.
5. There is no cost to employees who contact the EAP for services rendered by its counselors. However, there may be some costs incurred when referrals are made to outside clinics, physicians, and rehabilitation programs.
6. All contacts with the EAP and the EAP Liaison are kept strictly confidential.
7. Undiagnosed and untreated substance abuse problems including addictions, do not excuse any employee's substandard job performance. Any employee's refusal to seek treatment for alcohol or drug abuse, including addiction, will not be tolerated and is grounds for dismissal.
8. To educate employees on the dangers of drug abuse, the School has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, the School's policy regarding drugs, the availability of counseling services, and the School's Employee Assistance Program will be discussed.

#### **ANTI-DISCRIMINATION AND HARASSMENT POLICY**

Morehouse School of Medicine is committed to providing an academic environment that is free of all forms of unlawful